

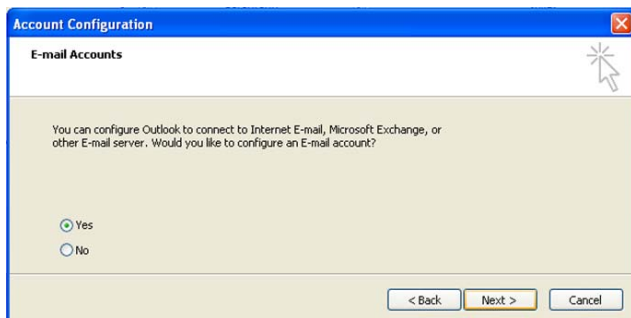


Linking to Your Network Email Account

When you log into Outlook 2007 for the first time, you will go through the following sequence of screens:

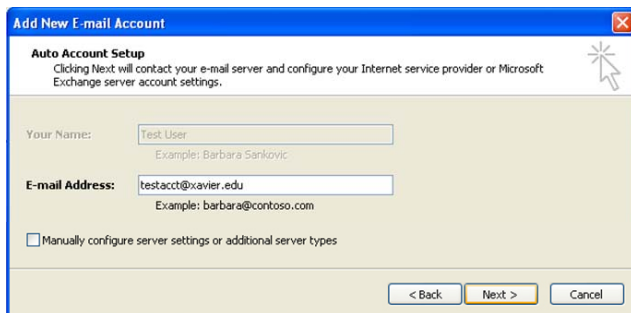


1. Click the **NEXT** button.

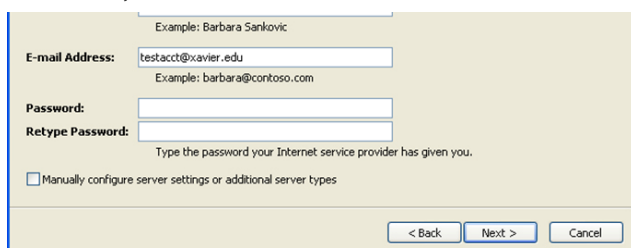


2. On the Account Configuration screen, make answer to the question "Would you like to configure an E-mail account?" has defaulted to "Yes". Then click the **Next** button.

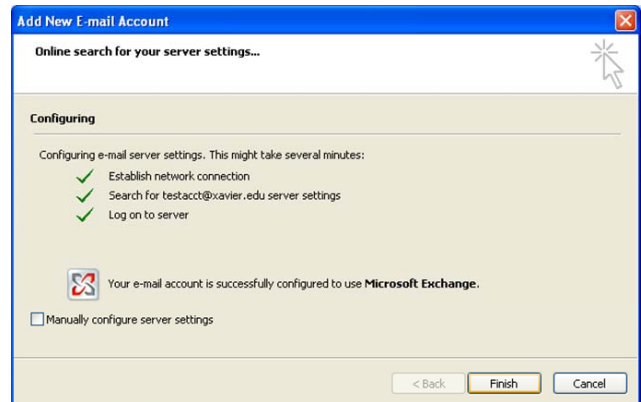
If you originally logged onto the computer using your own user id and password, Outlook will try to pull your email address and password into the corresponding fields on the next screen:



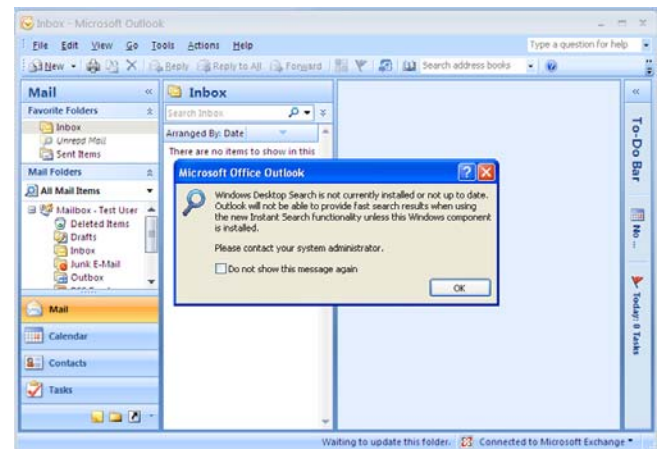
3. If your email address is correctly displayed in the E-mail Address field, click the Next button. If the email address that is displayed is incorrect, or the field is blank, enter the e-mail address and password that you use for your Portal email on the screen as pictured below and click Next.



4. The following screen will display after you click **Next**:



5. Once the screen indicates that you e-mail account is successfully configured, as pictured above, click **Finish**. Your screen should now look like the screen pictured below:



6. Click the OK button to install Windows Desktop Search. This is the technology which enables instant search on your computer. If this component has been previously installed on your computer, this dialog box will not appear.

If you download the software now, you will need to restart Outlook in order for Instant Search to function. We are not going to take the time to restart Outlook now, since we will not use this feature during this training session.

If you don't enable Instant Search, you can still search but search performance and functionality will be limited.

Now you are ready to get started working in Outlook 2007!